

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u> Concrete Coordinator	<u>Revision Date:</u>	03/2012
		<u>EEO Category:</u>	Service-Maint.
		<u>Status:</u>	Non-exempt
		<u>Control No:</u>	30516

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Streets Manager, responsible for the inspection, evaluation, classification, and inventory of the city-owned concrete infrastructure, with the exception of concrete roadways, throughout Sandy City. Provides guidance to city and contractor crews pertaining to maintenance and construction of city-owned concrete infrastructure.

III. Essential Duties:

- Operate various types of heavy, light, and complex equipment used in the maintenance and construction of city property, facilities, streets, etc. (i.e. ten wheeler trucks, backhoes, front end loaders, crack sealers, snow removal and sanding equipment, sweepers, mowers, hand tools, etc.).
- Provide guidance and recommendation to crews.
- Ensure work orders are completed for every job and ensure materials are available for assigned tasks.
- Solve problems related to field projects and locations. Ensure that construction projects stay on approved schedule.

Concrete:

- Ensure that grade setting, set-up, pouring, leveling and finishing are done according to standard specifications.
- Ensure proper work site cleanup.
- Respond to citizen complaints regarding concrete infrastructure problems.
- Update and maintain Sandy City GIS concrete inventory database.

Hazardous Concrete:

- Keep on-going inventory of hazardous concrete sections throughout the city using a database to print reports, graphs and maps.
- Oversee repair and replacement of hazardous concrete.
- Keep current city-wide map of hazardous concrete maintenance activities.
- Inspect, evaluate, and classify all city-owned concrete. Identify all trip hazards in the city.
- Draft correspondence to residents.
- Manage hazardous concrete budget by prioritizing projects and allocating funds.
- Manage Sandy City 50/50 Concrete Replacement Program; receive funds from residents or process reimbursement paperwork.

IV. Marginal Duties:

- Provide construction assistance to other departments.
- Attend training seminars.
- Assist in snow removal efforts during snow season.
- Perform other duties as assigned.

V. Qualifications:

Experience: Requires four years direct experience using commonly accepted construction methods and heavy equipment to repair and maintain streets as well as concrete infrastructure.

Certificates/Licenses: Commercial Driver's License required. Flagging certification and CPR training upon being hired.

Knowledge of: Tools, machines, and equipment used in the maintenance and construction of City property, facilities, streets, etc.; OSHA safety requirements and standards; general construction practices and procedures; mathematics use to calculate correct amounts of materials; laws applicable to employees with a CDL; procurement policies.

Responsibility for: Great responsibility for the care, condition, and use of materials, equipment, tools, etc.

Communication Skills: Communicate effectively verbally and in writing; contacts with local citizens at the point of contact; constant contact with other employees within department; contacts with other departments furnishing and obtaining information.

Tool, Machine, Equipment Operation: Regular use of a variety of hand tools and equipment including ten wheeler trucks, backhoes, front end loaders, trenchers, crack sealers, snow removal and sanding equipment, sweepers, mowers. Regular use of word processing, spreadsheet and database programs on the computer, as well as occasional use of copier and fax machines.

Analytical Ability: Follow written and verbal instructions; establish effective working relationship with employees and the public; lead/supervise others, plan effectively and perform blueprint reading.

VI. Working Conditions:

Physical Demands: While performing duties of job, great physical exertion is required; frequent lifting of up to 100 lbs; frequent bending, stooping, kneeling and standing is required. Employee typically handles equipment, objects, or controls; employee may sit or stand for long periods of time.

Work Environment: Job entails regular exposure to cold, heat, dust, fumes, and noise. Constant exposure to deadlines; great pressure and fatigue during an average workday; occasional long hours operating heavy equipment.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____